

COLLISION RECORDS REPORT REQUESTS

QUESTION: How do I get a copy of a collision report?

You may visit our website (www.wsp.wa.gov) to either access Washington Requests for Electronic Collision Reports (WRECR) or obtain an application and mail it along with your check or money order (\$9.50 per report) to:

Washington State Patrol
Collision Records Section
P.O Box 47382
Tumwater WA 98501

To access WRECR online, go to the Washington State Patrol (WSP) website (www.wsp.wa.gov). Once you locate the home page, choose “Hot Topics” on the right side of the page. Select “WRECR Collision Report Request”. WRECR will provide the option to request a report and pay online via the Automated Clearing House (ACH) from your checking account or via Visa or MasterCard.

The \$9.50 fee will only be charged to your account if a report is located in the database. Once you locate and pay for a copy of the collision report, it will be sent to you in two emails; the first email is a receipt with your request identification number (a five digit number). The second email will contain the link to print the collision report and overlay (the overlay will help explain all the codes found on the report).

You may not find your report if the collision was recent. It can take 2-4 weeks for law enforcement to provide the report to Collision Records.

If you cannot locate a report, please check back in a few days. If you are still unable to retrieve a report, please call the Collision Records Section for assistance at (360) 570-2355.

Collision Records also fills requests at our business counter. You will need to complete the application and pay the fee. We accept checks, money orders or cash at the office. If you choose this option please follow these instructions:

QUESTION: Where do I go to get the overlay (sheet mentioned above)?

The overlay sheet is a reference tool used to assist in reading and understanding the side code numbers on the police traffic collision report form. It is available on website: www.wsp.wa.gov. Select "Hot Topics". Then select "Collision Records & Reports". Under "Quick Links" on the right of the page select "Citizen Reports". Scroll down the page until you find the heading "Police Traffic Collision Report". Click on the "Overlay Sheet".

QUESTION: Where do I go to get help using the online application, WRECR?

On the WRECR website in the top left of the page you will find a tab that reads HELP. Select this tab. The help screen will provide you with screen shots of the WRECR request process. This will lead you through the process of requesting and obtaining a report online.

Training is also available on the website. Under "Hot Topics" select Collision Records & Reports. This will take you to the Collision Records webpage. Under "Quick Links" on the right side of the page, select WRECR Application. This is the link for training.

QUESTION: What is the Definition of involved parties?

An involved party is how you were involved in the collision. Below are the definitions of each type of involved party:

Driver Involved: is an occupant who is in actual physical control of a transport vehicle. For an out-of control vehicle, an occupant who was in control until control was lost.

Legal Guardian: the personal representative of the person or estate of an incompetent or disabled person as defined in RCW 11.88.010.

Parent of a Minor: the mother, father, stepmother, or stepfather of a minor whether or not they have lawful custody.

Injured Passenger: A passenger is any occupant of a vehicle other than its driver. A pedal-cyclist passenger is any occupant of a pedal-cycle. Occupants of other vehicle types who are not the operator or driver, example: airplane, snowmobile, Golf cart Etc

Other Person Injured in the Collision: A pedestrian is any person who is not an occupant of a vehicle or pedalcyclist.

Owner of Property Damaged: Property is any physical object, real property, personal property, animal (wild or domestic), sign, guardrail, impact attenuator, light post, concert barrier, etc.

Owner of Vehicle Damaged: Owner(s) of vehicle(s) involved in the collision, including both the legal and registered owner.

Insurer of Party Involved: insurer, secondary insurer, as defined in RCW 11.02.005.

Attorney of Driver or Injured Passenger: Attorney, A person legally appointed by another to act as his or her agent in the transaction of business, specifically one qualified and licensed to act for plaintiffs and defendants in legal proceedings. (as defined in RCW 11.02.005).

Other Authorized Rep: (To utilize this selection requires a contract with WSP) Third party representatives of any authorized party, including attorneys and insurance companies, with written authorization signed by the attorney or an authorized representative of the insurance company to act as their representative.

Government Agency: Federal, state and local agencies authorized by statute to obtain collision information for their official use.

QUESTION: How do I navigate once I complete the current page I am on in WRECR?

On the first page you will need to complete the **Name/Date Search** field first. If you were involved in a collision and you need a copy of your collision report **(but you do not know your collision number)** enter your name and the date of your collision. The county is optional; however, if you know the county, please complete the field. The Search button will start the search process for your collision. When you find your report, select the shopping cart. A green dot with a check mark will appear in the cart. Select the **Continue** button at the bottom right hand side of the page. This will move you forward to the next step of requesting your report. Now all pages will have a **Continue** button to the right side of the page and a **Previous** button to select to return you to the last page. At the top of each page are bread crumbs that highlight as you move forward through the process. You can select the completed bread crumb to move back to any section you have completed. You cannot move forward in the process. Do not use the navigation arrows on your web browser.

QUESTION: Why do I have to pay \$9.50?

The Collision Records Section is directed by RCW 46.52.085 to recover the costs for maintenance of the record.

QUESTION: Can I go to your office and get my report?

Yes. You can come into our office and file your request. We may not have a copy of the collision report if your collision occurred recently. It can take up to 2-4 weeks before a report is available. To pay you must have exact amount, Collision Records does not carry change or pay by check or Money order.

We are located at the Edna Lucille Goodrich Building at 7345 Linderson Way SW, 1st floor, Tumwater WA 98501. Our office hours are 7:00am-4:00pm, Monday – Friday except for legal designated Holidays. We ask that you arrive by 3:30pm to allow us enough time to locate the report.

QUESTION: Why does it take so long for my report to become available?

Officers complete their collision reports and turn them into their sergeants or supervisor for approval. Some collisions require more time for investigations such as a fatality, multiple car collision, or because the officer has experience a high case load. The officer and clerical staff need to complete their processing and then send the reports to the Collision Records Section to be scanned and indexed into the state repository.

QUESTION: If I completed my own collision report and need to get a report number assigned to it can I call for it?

We can provide a number in the event a citizen needs the report number assigned to his/her Vehicle Collision Report. Otherwise, we cannot give information over the phone. (Please take into consideration it may take up to 5-7 business days after you have mailed the report to receive the report number).

QUESTION: My insurance company says I have an at-fault collision on my driving record. What does this mean?

There is no way for anyone to tell whether or not you were at fault in a collision by looking at your driving record. The driving record does not show fault. It simply shows you or your vehicle was involved in a collision.

QUESTION: I have a collision reported on my driving record. Can you remove it from my driving record?

No, the Department of Licensing maintains and updates your driving record with Police Traffic Collision Reports and Vehicle Collision Reports.

QUESTION: If I have a mistake on my collision report, how do I fix it?

Only the officer who wrote the report is able to correct the report. You will need to contact the officer or the investigating agency. If it is a report that you completed, then

you can mail in a letter explaining the changes and we will attach it to your civilian report. Please include the date of collision and the “C” number located on the report.

QUESTION: If I am in a hurry and need my collision report now, once I complete the request process can you fax it to me?

Yes we can; however, to make the process faster you can also search online at: <https://fortress.wa.gov/wsp/wrecr/>. You can use an overnight mail service and, in some areas, you can find a courier service.

QUESTION: I was not involved in the collision; can I get a copy of the whole report?

You can obtain a copy of the report but it will be a redacted copy in accordance with the state public disclosure laws.

QUESTION: I have a Carfax report for a vehicle I would like to buy. I need a copy of the collision report to see what kind of damage the vehicle had. Can I have access to that?

You can request a copy of a collision report. Certain information would be redacted per state public disclosure laws. The report will have a diagram and narrative. Some items on the diagram and the narrative may have redacted information.

QUESTION: I want reports for all the collisions that occurred on I-5 from milepost 114-116. Is this a request that can be filled?

These requests are referred to our Public Disclosure Office by email at pubrec@wsp.wa.gov or by phone at (360) 596-4137.

QUESTION: How far back do you keep reports?

The previous retention for Collision records was six years. Collision reports in the repository are from 5/1/2007 to current. Effective June 15, 2013, collision report images will be retained for 10 years.

If you have question please feel free to contact us at (360) 570-2355 or email collisionrecords@wsp.wa.gov

QUESTION: Can I get a certified copy of my collision report?

Yes. It will take 5-7 business days to complete.

QUESTION: I received a “No Record” response from you and I know there has to be a report. Why?

A collision is reportable if there is \$700 or more damage and/or an injury. You may need to contact the district or trooper and/or the investigating agency to ask if a report was completed. Also, it could be too soon to request as it can take 2-4 weeks before a report is available. You can go online and inquire using WRECR.

QUESTION: I cannot open my second email with my password. What should I do?

Make sure that your electronic device has the most current Adobe Version. You can check this at the following hyperlink: <http://get.adobe.com/reader/> . Please ensure your electronic device is using Windows Explorer Version 7.0, 8.0, 9.0, 10.0 and/or Google Chrome.

QUESTION: I am requesting a report through WRECR and It keeps giving me an error whenever I try to set the Involvement Type. What am I doing wrong?

Try using a different browser such as Google Chrome, Yahoo etc.

QUESTION: What do I do if I get all the way to the payment and the system kicks me back to the beginning before I can purchase?

Use the search browser arrows at the top left hand side instead of the “Continue or Previous” tabs on the WRECR application site. Once the web browser arrows are selected the customer must start over.

QUESTION: What can I do about my MAC computer?

MAC or Apple computers can be used as long as they have the Adobe 9 or better installed on the computer and its functioning. You can download this from the WSP website, bottom of the home page or use this hyperlink: <http://get.adobe.com/reader/>. You will also need to have your Java Script enabled. This goes for all versions of MAC Operating Systems (OS) (i.e. iphone, tablets, & ipods).

QUESTION: Can the report be emailed as a PDF of Report?

No. The report cannot be emailed unencrypted (due to security reasons). We can mail or fax the report (please take into consideration the faxed report may be illegible or distorted depending on the quality of your fax machine).